EBT Bidders Library
WorkSite Instructions

1   INTRODUCTION

The Office of Systems Integration (OSI), Electronic Benefit Transfer (EBT) Project is soliciting the Request for Proposal (RFP) OSI-0530-204 for California's next generation of EBT services. Potential bidders are provided reference materials in a Bidders Library available through the EBT Reprocurement Website. The library is a web-based client titled Interwoven WorkSite, version 8.0. Permission to this website is only accessible via a user name and password issued by the OSI. To receive a user name and password, contact the OSI at osivendormailbox@osi.ca.gov.

2   INSTRUCTIONS

These instructions provide information on how to access documents and navigate in the Interwoven WorkSite (WorkSite) web application. The WorkSite web is a web-based client that provides document access via Microsoft Internet Explorer.

2.1   Web Access

To access the WorkSite web page from the internet, enter the following address:

https://www.ws.ebtproject.ca.gov/worksite

NOTE: The first time you run WorkSite web, it will prompt you to install an ActiveX component. You must install it in order for the website to function.

2.2 Login

Insert user name and password at the login screen.

If you have trouble logging in, click on Validate Browser to verify your version of Internet Explorer is compatible. *See the last page of this document outlining minimum browser requirements and required settings.*

NOTE: Please log off when you are done by clicking on "Log Off" on the menu bar in the far upper right of the page.

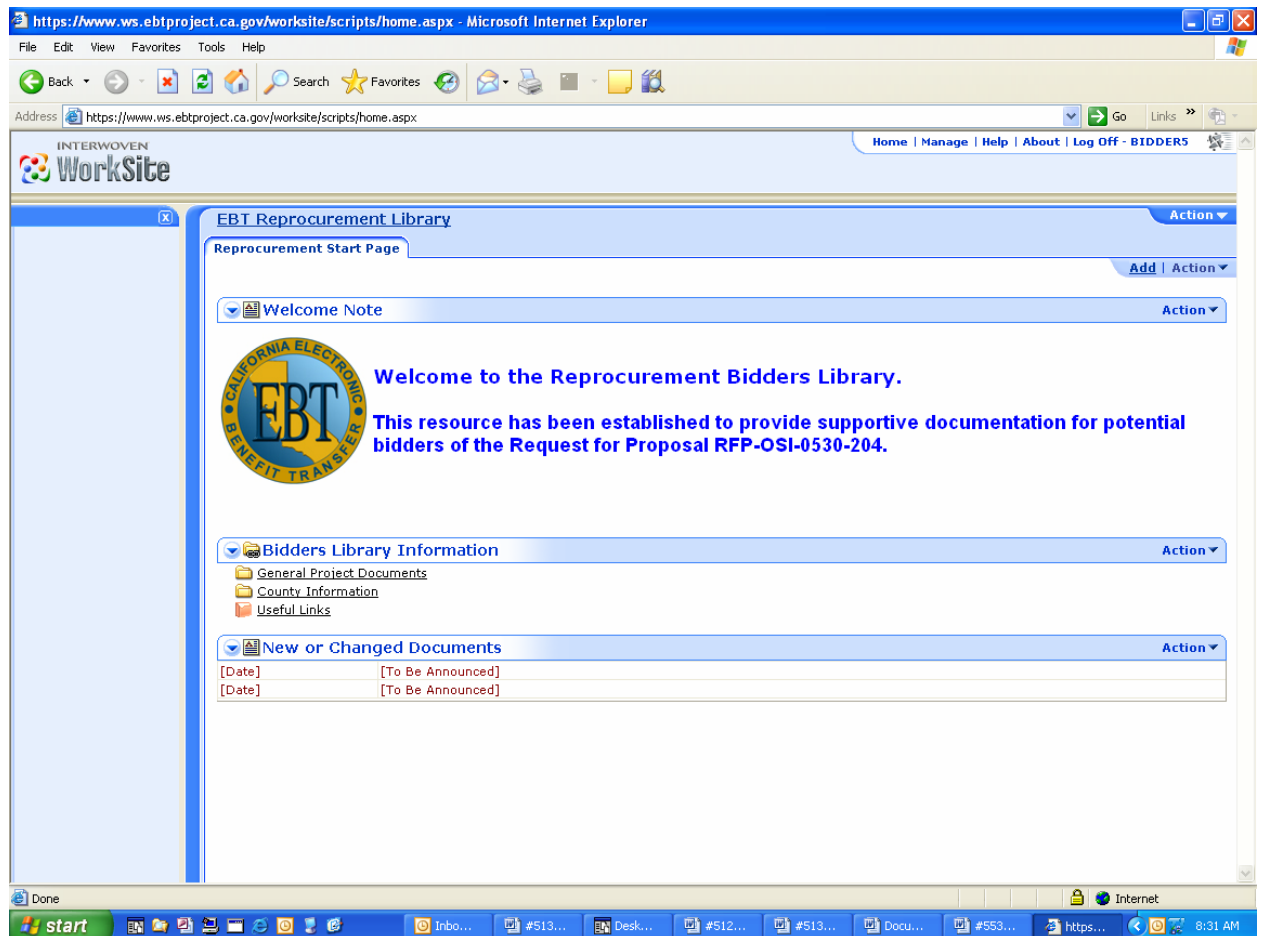## 3   WORKING IN THE WORKSITE WEB

3.1 Reprocurement Start Page

After logging in, the Reprocurement Start Page is displayed.

NOTE: Online help is available. You can access it by clicking on the word "Help" on the menu bar in the far upper right of the window.

3.2   Accessing Folders

You can access documents and links in the folders by clicking on the folder and then on the document title or link.

3.3 Working with Documents

After you find the document you want to work with, you can **_view_** it by clicking on the underlined link (its title).This will launch the appropriate application (Acrobat, Word or Excel) and open the document in read-only mode. If you decide you would like to save a local copy of the file, you can save the document locally, by choosing File, Save As. You can also print the file.

4 INTERNET BROWSER REQUIREMENTS TO USE WORKSITE WEB

4.1 Minimum System Requirements

4.1.1 Microsoft Internet Explorer Requirements:

- Internet Explorer 5.5 SP2
- Internet Explorer 6.0 SP1*
- Internet Explorer 7.x

NOTE: Internet Explorer 4.x is not supported in this release.

*Interwoven recommends that Internet Explorer 6.0 users install the latest version of Microsoft's Java Virtual Machine, which is available for download free of charge from Microsoft's website at:

http://www.microsoft.com/java/vm/dl_vm40.htm

NOTE: To use WorkSite from a browser on a Windows XP machine, you must have the Microsoft Java Virtual Machine installed. This is available for download from Microsoft's website and must be installed separately.

4.1.2 Internet Explorer Security Settings

In the Internet Explorer menu:

- Click on Tools/Internet Options.
- Select the "Security" tab

If WorkSite is being used over the Internet, then the "Medium" security zone should be applied to it.

If a firewall is employed at the Internet Service Provider (ISP) level, confirm the ISP allows the download of ActiveX/Applets.

If security is being customized via the "Custom Level" button, the following options should be enabled:

1) Download signed ActiveX controls (Enable/Prompt)

2) Run ActiveX controls and plug-ins (Enable)

3) Script ActiveX controls marked safe for scripting (Enable)

4) Allow cookies that are stored on your computer (Enable)

5) Allow per-session cookies (Enable)

6) File download (Enable)

7) Java permissions (High safety)

8) Active scripting (Enable)

9) Scripting of java applets (Enable)

NOTE: Interwoven does not recommend customizing security when running WorkSite.

After you have set security to the levels you desire, you can go to the default login page of your WorkSite website to test browser compatibility.